

Civil Service Consultative Committee (CSCC)
October 15, 2020
Minutes of the Meeting

These minutes reflect discussion and debate at a meeting of a committee of the University of Minnesota Senate; none of the comments, conclusions, or actions reported in these minutes represent the views of, nor are they binding on the senate, the administration, or the Board of Regents.

[**In these minutes:** Civil Service Employee Performance Reviews; Student Senate Resolution; Committee Discussion: Endorsing Letters; Vote: Approval of Janice Casey (Civil Service Senate - Health Sciences); PACC Update; OHR Update; Reports]

PRESENT: Terry Beseman (chair), Joey Best, Elise Diesslin, Wendy Elvendahl, Tony Fussy, Missy Juliette, Kevin Kelley, Ray Muno, Jean Otto, Brenda Reeves, Meredith Schneider, Nan Thurston, Marc Tye, Mary Zosel

GUESTS: Donna Saathoff, manager of talent management, Leadership and Talent Development; Erik Mundahl, HR consulting, Employee and Labor Relations; Scott Creer, chair-elect, PACC, Peter Helgeson, senior employee relations consultant, Office for Human Resources (OHR)

OTHER: Meghan Murray

Terry Beseman welcomed the committee and the members introduced themselves.

1. Civil Service Employee Performance Reviews

Donna Saathoff, manager of talent management, Leadership and Talent Development, and Erik Mundahl, HR consulting, Employee and Labor Relations, provided CSCC members with a sample copy of the [2020 Performance Review Evaluation](#) in advance of the meeting, and asked for feedback. Members provided the following feedback:

- Jean Otto said that the new evaluation form will be particularly useful for probationary employees, and she suggested a mechanism that would alert supervisors when probationary employees were 45 days away from probation ending, so that reviews are done timely, and employees know where they are in their probationary period.
- Members requested additional information on how the point system in the evaluation form will tie to merit pay. Saathoff recommended inviting Mary Rohman Kuhl, interim director, Total Compensation, to a CSCC meeting to give additional information about merit pay and performance evaluations.

Saathoff and Mundahl acknowledged concerns from CSCC members that there are communication gaps between human resource leads and departments about the performance evaluation process, which can lead to operational errors, and they committed to sharing feedback with the human resource leads. Mundahl noted that the program will only be successful if communication is clear for both the supervisor and the employee.

Beseman said that CSCC is supportive of the new performance evaluation overall, but would like to see consistency between departments and units.

Saathoff requested to return to the committee with an update and additional feedback once the CSCC concerns have been addressed.

2. Student Senate Resolution

Beseman provided a copy of a [student-led resolution requesting full demilitarization of all UMN policing forces as well as partial disarmament](#) in advance of the meeting, and asked CSCC members for feedback. Feedback was as follows:

- Members of the CSCC are currently in meetings with Dr. Alexander about campus safety, and they feel that no action of this kind should be taken until the consultant has issued his final report.
- Members felt that the language about military grade equipment was vague, and they were interested in getting more details about what that means. For instance, parts of a uniform (i.e. boots) could be considered military grade.
- Members noted that staff and faculty are not mentioned in the resolution, and it focuses entirely on student safety.
- Many civil service employees are currently on campus, feeling vulnerable to the uptick in carjackings and armed robberies, and are hesitant to support changes that could lead civil service employees to feel less safe in their work environments.
- Members noted that in an active shooter situation, they'd want to know that UMPD was armed.

CSCC agreed that the committee should hold off on addressing the resolution until after Dr. Alexander has issued his recommendations. Members agreed to pass the feedback onto Briggs Tople, chair, Student Senate Consultative Committee.

3. Committee Discussion: Endorsing Letters

Beseman confirmed that any letters endorsed by CSCC or Civil Service Senate leadership will be sent to CSCC members in advance, for review and comments. Members agreed that feedback should be submitted to leadership within 48 hours for consideration.

4. Vote: Approval of Janice Casey (Civil Service Senate - Health Sciences)

Beseman told members that Thu Danh, Civil Service Senator, Health Sciences, recently resigned from the senate. CSCC members voted to approve Janice Casey to the senate to replace Thu Danh.

5. PACC Update

Scott Creer, chair-elect, PACC, provided the following updates:

- PACC is working on advocacy around P&A staff being laid off and not being offered the non-renewal program. Intercollegiate Athletics recently announced an alternative severance program, under program curtailment, which raises concerns that the University

feels the current situation justifies not providing P&As the severance program that has been established through policy.

- PACC is looking into the issue of civil service employees being reclassified into P&A, then being non-renewed, and the years of service as civil service not being counted towards the severance program (non-renewal program) or the non-renewal policy notice period.

6. OHR Updates

Peter Helgeson, senior employee relations consultant, OHR, presented slides titled [P&A and Civil Service Rights During Non-Disciplinary Job Loss](#).

7. Reports

The CSCC chair report is [HERE](#).

Compensation and Benefits Subcommittee Updates

- Donna Saathoff, manager of talent management, Leadership and Talent Development, and Erik Mundahl, HR consulting, Employee and Labor Relations, and Mary Rohman Kuhl, interim director, Total Compensation attended the October subcommittee meeting to gather feedback on the 2020 Performance Review Evaluation.
- Laura Manydeeds, wellbeing program administrator, OHR, will join the November subcommittee meeting to discuss the new wellness program.

Communications and Outreach Subcommittee Updates

- October newsletter had 57% readership rate.
- The October 13 brown bag seminar on home ergonomics had 350+ attendees, with 600+ RSVPs. The video of the brown bag is posted on the subcommittee blog.
- The next brown bag will focus on employee mental health.

There were no updates for the Civil Service Employment Rules.

With no further business, Beseman adjourned the meeting.

Bobbie Erichsen
University Senate Office